

**Town of Mansfield
Personnel Committee
July 23, 2009
Audrey Beck Municipal Building, Conference Room B**

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn,
Staff Present: Assistant to Town Manager Maria Capriola, Town Manager Matt Hart

- I. CALL TO ORDER
The meeting came to order at 6:10p.m.
- II. MINUTES of 6/29/09
The minutes of 6/29/09 were adopted by members present.
- III. TOWN MANAGER PERFORMANCE EVALUATION PROCESS & TIMELINE
The Committee reviewed and discussed the timeline and performance review form updated by Mr. Haddad. Mr. Haddad agreed to continue to work on developing an online tool for the performance review.
- IV. RESOLUTION ON OPEN AND TRANSPARENT GOVERNMENT
Ms. Koehn presented research and draft policy on accountability and transparency in government; the policy includes potential documents that could be available via the Town's website. Members agreed to review the document and be prepared to discuss the draft policy at its next regular meeting of the Committee.
- V. COMP TIME PRACTICES FOR EXEMPT AND NON-EXEMPT STAFF
Mr. Hart and Ms. Capriola reviewed comp time practices and policies for hourly and salaried employees. They discussed how comp time is accrued and used by employees. At a future meeting, staff will provide the Committee with an overview of accrual data and excerpts from the collective bargaining agreements that pertain to compensatory time.
- VI. ADJOURNMENT
The meeting concluded at 7:40 p.m.

Respectfully Submitted,
Maria E. Capriola
Assistant to Town Manager